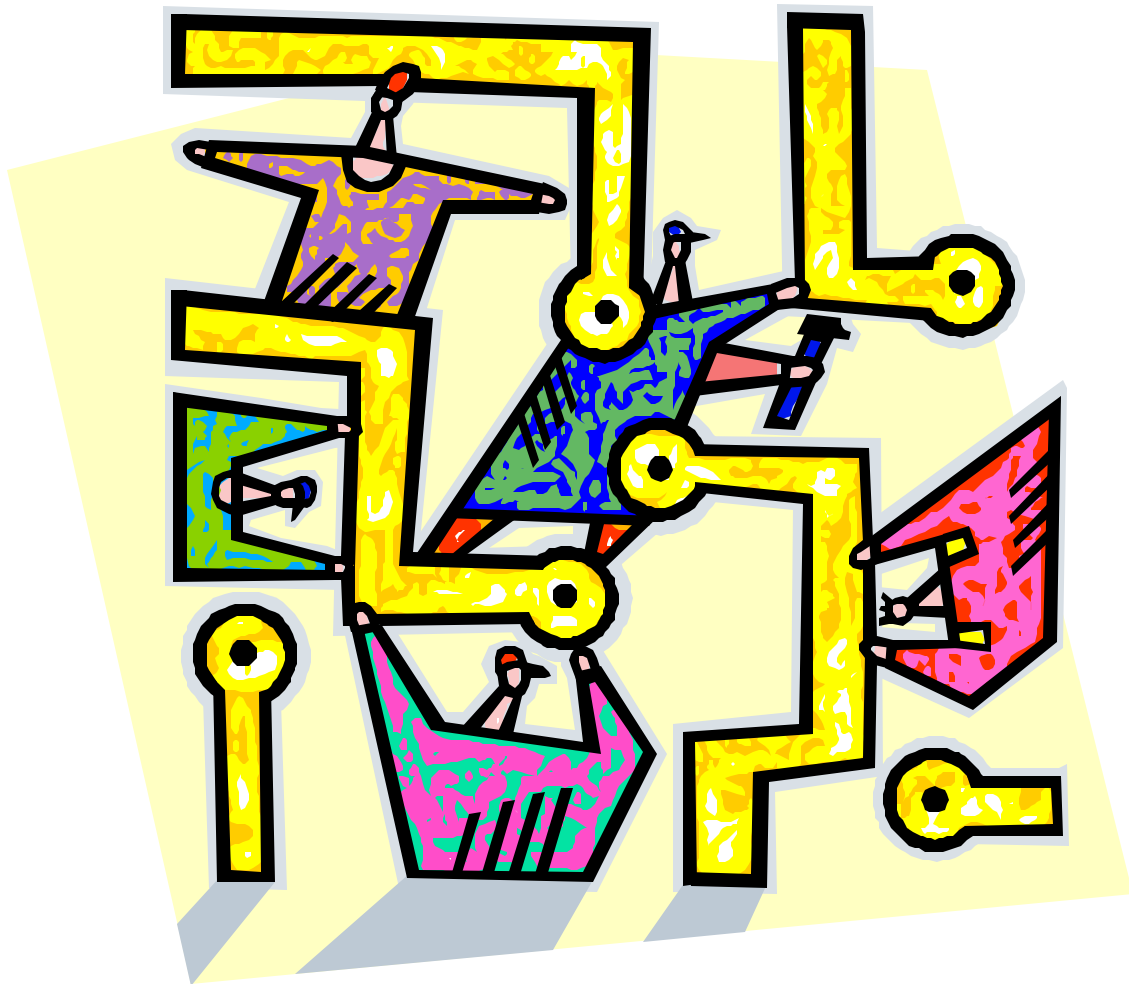


Project Management Framework
Change Management Plan Template



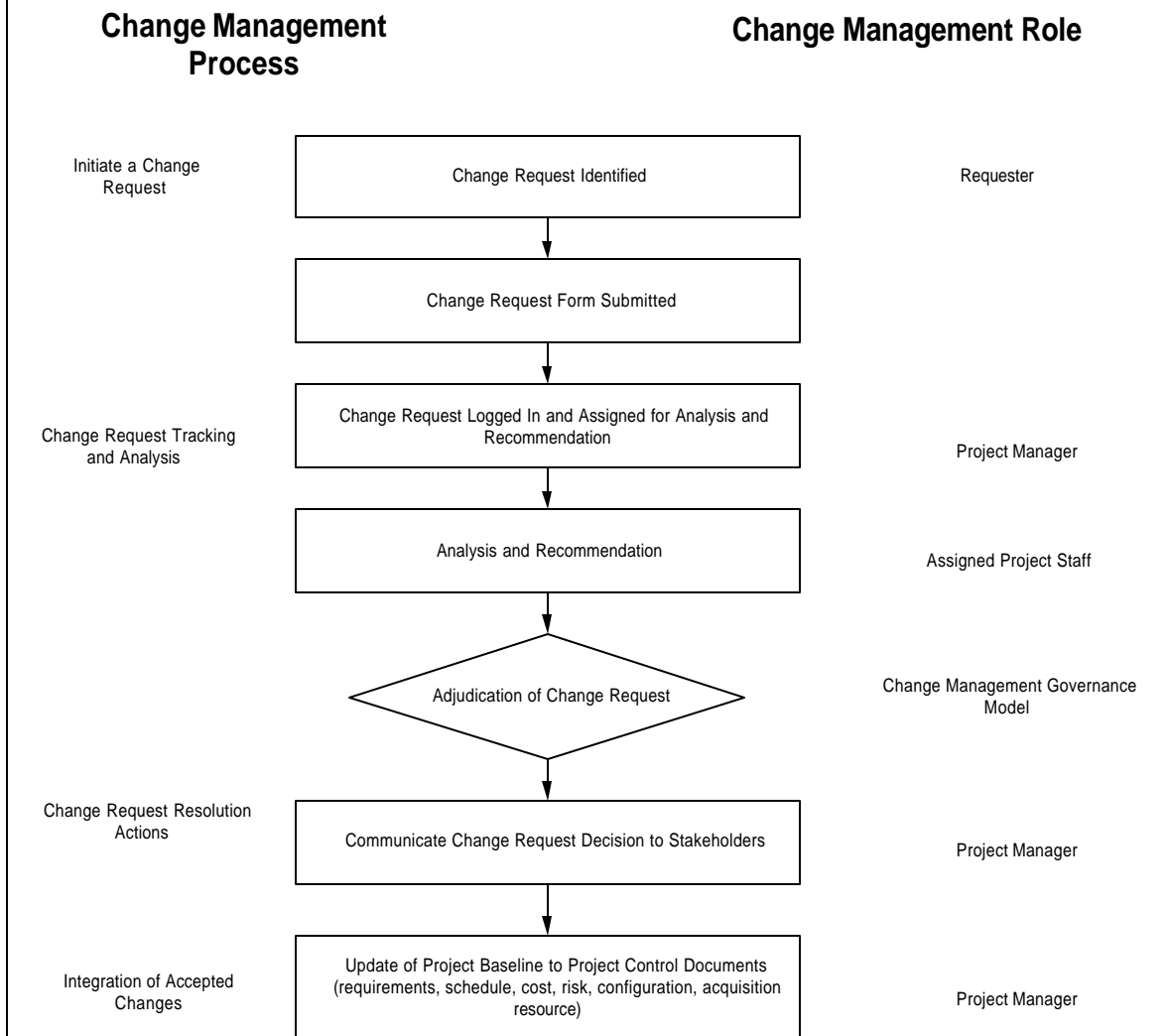
Change Management Plan Template

Overview

(Describe the purpose of this project's change management plan. Provide an overview of the general process for the management of changes within the project.)

Change Process

(Provide a diagrammatic representation of the processes and procedures to be undertaken in order to initiate, evaluate, review, and resolve change requests within the project. An example follows:)



Change Management Roles

(Define the roles and responsibilities for all resources - both within and external to the project - involved with the identification, review and resolution of change requests within the project.)

Change Request Log

(Describe the purpose and usage of the "Change Request Log". Insert a blank copy of the actual Change Request Log with this plan – see below.)

Project Change Request Log

[illegible]

Change Request Form

(Describe the purpose and usage of the "Change Request Form". Insert a blank copy of the form with this plan – see below.)

Project Change Request Form					
Change Request Number		Requested By		Date Requested	
Change Request Description					
Change Description (Include impacted objectives, deliverables and any new objectives and deliverables)					
Business Or Technical Justification For Change Request					
Priority <input type="checkbox"/> Top <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low					
Impact Of Not Making The Change					
Change Impact Analysis					
Impact on Project Requirements		<input type="checkbox"/> In Scope <input type="checkbox"/> Out of Scope			
Impact on Project Risk					
Impact on Project Schedule					
Impact on Project Budget Projection					
Impact on Project Configuration					
Alternatives					
Recommendation					
Change Request Resolution					
Change Request Decision <input type="checkbox"/> Approved <input type="checkbox"/> On Hold <input type="checkbox"/> Denied				Decision Date	
Decision Made By <input type="checkbox"/> Project Manager <input type="checkbox"/> Project Sponsor <input type="checkbox"/> Executive Sponsor <input type="checkbox"/> Other					
Reason for Decision					
Change Request Tracking (updates to project baseline)					
Requirements Document	Yes	N/A	By	Date	Comments
Schedule (WBS)	Yes	N/A	By	Date	Comments
Risk Mgt. Plan	Yes	N/A	By	Date	Comments
Configuration Mgt. Plan	Yes	N/A	By	Date	Comments
Communication Plan	Yes	N/A	By	Date	Comments